



Staff jobs toolkit: Definitions

Term	Definition	Example
Campus	One of the six entities that comprise the University of Missouri: Columbia, Kanas City, Rolla, St Louis, MU Hospital and UM System (also referred to as business unit)	COLUM
Grade	A group of jobs of the same or similar value, used for compensation purposes. Usually, all jobs in a grade have the same pay range: minimum, midpoint and maximum. However, sometimes jobs in the same pay grade have different pay ranges, due to business requirements or market conditions for some of the jobs.	Grade 005
Job Code	A numerical identifier associated with a unique job (usually 4 digits)	4236
Job Family	A group of jobs having the same nature of work but requiring different levels of skill, effort or responsibility.	OA-Office & Administrative
Job Function	A smaller grouping of similar jobs within a job family to further identify the jobs that are the most similar in terms of the nature of work, but still requiring different levels of skill, effort or responsibility.	272-Office Support
Job Sub-Function	All jobs can also be grouped for analysis and reporting purposes into four job sub-functions: <ul style="list-style-type: none"> 1 - <u>Support Task Expert</u> <ul style="list-style-type: none"> • Primarily non-exempt individual contributors 2 - <u>Subject Matter Professional</u> <ul style="list-style-type: none"> • Primarily exempt individual contributors 3 - <u>Management</u> <ul style="list-style-type: none"> • Management track, generally up to Director level 4 - <u>Leadership</u> <ul style="list-style-type: none"> • Management track, higher levels up to Executive 	1-Support Task Expert
Job Title	The descriptive name for the total collection of tasks, duties and responsibilities assigned to one or more individuals whose positions have the same nature of work performed at the same level. Job titles should describe the nature and level of work performed.	Office Support Assistant III
Salary Plan	A hierarchy of job grades and pay ranges for certain jobs which is based on and reflects the compensation philosophy for that specific group of jobs. The university has a few different salary plans: GGS – staff jobs T&R - teaching and research jobs S/M – service and maintenance jobs PAT – healthcare jobs	GGS
SOC Code	The Standard Occupational Classification (SOC) system is used by federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating or disseminating data.	43-6014
SOC Description	The label, assigned by the Bureau of Labor Statistics, to describe jobs within the SOC system.	Secretaries & Administrative Assistants
Working Title	An optional, department-specific job title which aligns with the actual job title, but may contain additional descriptive elements to clarify the specific role and job duties assigned in a given area.	Office Support Assistant, Delta Center Soil Testing Lab, Southeast Region